



**USAID/GUINEA & SIERRA LEONE IS ACCEPTING APPLICATIONS FOR THE FOLLOWING  
POSITION : USAID PROGRAM DEVELOPMENT SPECIALIST (BUDGET)**

**Position is open to all Sierra Leone nationals and those eligible for permanent residence and authorization  
to work in Sierra Leone**

**JOB ANNOUNCEMENT NUMBER: 72063618R10002**

**BASIC FUNCTIONS OF THE POSITION:**

The Program Development Specialist (PDS) is a core member of the USAID Office of Sierra Leone Coordination, which is based in Freetown and operates under the direction of the USAID/Guinea Mission. The PDS manages a full array of USAID funded programs in Sierra Leone, as it relates to program planning, budgeting, documentation and reporting and takes the lead in providing expert advice in developing the overall program strategy, defining program objectives and desired results, and preparing resource requests. Accurate, well documented reporting on achieving the country's overall program objectives is critical to both presenting and justifying the Mission's future program plans in Sierra Leone to USAID/Washington and Congress and to effectively manage its complete development program.

**Education:** A Bachelor's degree in Political Science, Anthropology or an equivalent social science with an advanced degree in sociology, public administration or policy with an emphasis on institutional development is required.

**Work experience:** 5-7 years of experience in managing related assistance programs is required.

**Language Proficiency:** Level IV English (fluent proficiency) both oral & written is required

**DEADLINE TO RECEIVE APPLICATIONS:** **August 03, 2018**, midnight Local Time

**HOW TO APPLY:** Interested applicants with existing work and/or Residency Permits MUST submit a complete application package which includes:

- ☐ A cover letter
- ☐ An AID 309-2 form
- ☐ A detailed resume and
- ☐ 3 to 5 References.

To ensure consideration of applicants for the intended position, **please reference the solicitation number on your application**, and **as the subject line in any cover letter**, as well as using the address/delivery point specified in this solicitation

All the above mentioned documents are **REQUIRED**, must be **SIGNED**, prepared in **ENGLISH** and **should be addressed** as follows:

**Attention**

Human Resources Office  
USAID/Guinea

By Email address: [Conakrypscjobs@usaid.gov](mailto:Conakrypscjobs@usaid.gov) OR [http://freetown.usembassy.gov/job\\_opportunities.html](http://freetown.usembassy.gov/job_opportunities.html)

○ Copy of the complete position description listing all duties and responsibilities can be found at USAID website <http://guinea.usaid.gov>

○ Form AID 309-2 can be found at: <http://www.usaid.gov/sites/forms> or internet <http://www.qsa.gov/Portal/ksa/ep/formslibrary/formType=ALL>

**Due to the number of applications we receive, only applicants who have been short listed will be contacted by USAID/Guinea**

**Interested candidates can pick up the complete solicitation at the Embassy reception**



**SOLICITATION NUMBER: 72063618R10002**

**ISSUANCE DATE: JULY 09, 2018**

**CLOSING DATE/TIME: AUGUST 03, 2018**

Midnight local time (FREETOWN)

**SUBJECT:** Solicitation for a **Cooperating Country National Personal Service Contractor (CCN PSC)** (based on Local Compensation Plan) – FSN Program Development Specialist (Budget)

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through VII** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

**CHERYL WILSON (signed)**  
**Contracting Officer**

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UNITED STATES ADDRESS:  
USAID/GUINEA, Department of State  
2110 Conakry Place, Washington DC 20521-2110  
United States

INTERNATIONAL ADDRESS:  
USAID/GUINEA, B.P. 603, c/o American Embassy  
Transversale no. 2, Centre Administratif de Koloma  
Commune de Ratoma, Conakry, GUINEE

Tel: (224) 65 10 40 00  
Fax: (224) 65 10 40 51  
guinea@usaid.gov  
www.usaid.gov

**I. GENERAL INFORMATION**

1. **SOLICITATION NO.:** *SOL-636-18-00002*
2. **ISSUANCE DATE:** JULY 09, 2018
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** AUGUST 03, 2018 Midnight, local time.
4. **POSITION TITLE:** PROGRAM DEVELOPMENT SPECIALIST (BUDGET)
5. **MARKET VALUE:** *Le89,561,514 to Le134,342,263* equivalent to **FSN-II**  
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of Sierra Leone. Final compensation will be negotiated within the listed market value.
6. **PERIOD OF PERFORMANCE:** One year renewably annually for up to a total of five years, subject to availability of funds, satisfactory job performance, need of continued services and hiring freeze guidance.
7. **PLACE OF PERFORMANCE:** *Freetown, Sierra Leone* with possible travel as stated in the Statement of Work.
8. **SECURITY LEVEL REQUIRED:** Background check- Facility Access
9. **STATEMENT OF DUTIES**
  1. **General Statement of Purpose of the Contract:**

The Program Development Specialist (PDS) is a core member of the USAID Office of Sierra Leone Coordination, which is based in Freetown and operates under the direction of the USAID/Guinea Mission. The PDS manages a full array of USAID funded programs in Sierra Leone, as it relates to program planning, budgeting, documentation and reporting and takes the lead in providing expert advice in developing the overall program strategy, defining program objectives and desired results, and preparing resource requests. Accurate, well documented reporting on achieving the country's overall program objectives is critical to both presenting and justifying the Mission's future program plans in Sierra Leone to USAID/Washington and Congress and to effectively manage its complete development program.

2. The Program Development Specialist's specific responsibilities will include but are not limited to the following:

**A. Program Budget Planning and Management - 25%**

The Program Development Specialist is responsible for operational management of the Sierra Leone Program, including budgeting and financial management of project funds, performance monitoring and reporting. To perform these functions, the PDS must have knowledge of the principles on program planning, budgeting, performance-based program and project design and evaluation.

The PDS has primary responsibility for developing and managing the Country Program budget, including:

**Budgeting**

- Through the Integrated Country Strategy (ICS) and Operational Plan (OP) processes, works with the Supervisory and Deputy Program Officers, Front Office and Technical Office to formulate/allocate program budgets, including program support costs
- Tracks and allocate earmarks
- Tracks and allocate Parking Fines and IT Recovery Costs
- Prepares and disseminates budget information (both Appropriated and Operating Year Budgets) in a user-friendly way to Front Office, Communications Specialist, staff, Desk Officer, etc.

**Obligation & Funds Management**

- Prepares and submits, as needed, memos requesting early release of funds
- Provides OYB matrix to AFR/DP for budget allowances
- Tracks budget allowances and posting in Phoenix in conjunction with OFM
- Clears MAARDS
- Conducts pipeline analyses, in conjunctions with OFM
- Prepares Assistance Agreements (AA) and Assistance Agreement and Amendments with the Government of Sierra Leone.

The PDS coordinates with USAID/Guinea's Program and Financial Management Offices on the management of the Country Program budget, and monitors the annual schedule of obligations and other procurement actions.

**B. Program Review Management and Implementation: 25%**

The Program Development Specialist, with direction from the USAID/Guinea Program Office, oversees the planning and preparation for the Annual Operational Plan and Performance Report and other program review and strategy exercises. In this capacity the incumbent:

- prepares the draft of the annual Congressional Budget Justification (CBJ);

- develops and updates the country Performance Management Plan (PMP) and Strategic Results Framework (SRF);
- supervises preparation of all USAID Program reporting documents, including annual portfolio reviews;
- prepares and in some cases, supervises circulation of procurement documentation (i.e. Modified Acquisition and Assistance Requests Documents (MAARDS, Global Acquisition and Assistance System), and all USAID background documents required for approval of programs and budgets).

### **C. Program Monitoring and Evaluation 25%**

The Program Development Specialist oversees the country's monitoring activities and administers the strategic objective/activity evaluation system with the assistance of the Country Program Management and in collaboration with the USAID/Guinea's technical and program offices. The PDS provides judgment about program design, performance objectives, resource requirements, and program performance. In this capacity the incumbent:

- Plans and organizes, in coordination with the M&E Specialist from USAID/Guinea and USAID/Sierra Leone Team Leaders, a Data Quality Assessment (DQA) of activities' accomplishments relative to the targets set in the Strategic Results Framework, and activity-level PMPs. During the DQA, the PDS ensures that Mission's PMP and activity PMPs provide clear picture of the activities and the program's missing/exceeding targets, and the factors influencing the overall program performance;
- Coordinates with the USAID M&E Specialist and Program Office to develop the Strategic Results Framework indicators and Performance Management Plan targets, and collects information on the progress made over the past year, in cooperation with the Team Leaders. Organizes a reassessment of indicators/targets for submission in the Annual Report;
- Participates in assessments and evaluations of the in-country environment, and activity/strategic objective progress. Ensures that the evaluation system is focused on future activities, to benefit from "lessons learned" during their design stage.

### **D. Participate in design of the overall strategy development and/or selected program activities - 25%**

The Program Development Specialist contributes to the overall program strategy development and participates in the development and management of the program and activities in selected areas. The specific areas and responsibilities will depend upon the experience and training of the PDS, and will be determined by the Sierra Leone Country Coordinator and defined as part of the Annual Work Plan. In general, design and direction of selected program activities will involve:

- development of a new or updated program strategy, based upon analysis of needs and opportunities in the program area, consistent with USG priorities;
- defining program objectives and designed results;

- design of program activities within the framework of the country program strategy and resource allocations;
- consultation with experts in the program area, and involvement of technical experts and resources available locally and through USAID.
- establishing sources of information and providing analysis of the overall country performance, and particular sector assessments;
- establishing sources of information for program planning, baseline estimates of current conditions and measures of program performance;
- coordinate and prepare assistance agreements (AA) documentation as well as assist Development Objective (DOs) teams with the preparation of activity implementation documentation. Coordinate the official transmission of AAs to the GOSL for signature and arrange signing ceremonies, and will be responsible for the official distribution of executed documents.
- Serve as the point person for monitoring USAID-funded West Africa Regional Programs, Regionally, and Washington-funded activities in Sierra Leone, and will liaise with technical offices at USAID/Guinea, as appropriate.

### **3. Supervisory Relationship:**

**a. Supervision Received:** The Sierra Leone Country Coordinator has oversight and is responsible for the annual performance evaluation.

**b. Supervision Exercised:** NONE.

10. **AREA OF CONSIDERATION:** All ordinary resident (OR) applicants must have the required work and/or residency permits to be eligible for consideration.

### **11. PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

12. **POINT OF CONTACT:** CHERYL WILSON, Supervisory Executive Officer or AMINATA R. CAMARA, HR Specialist, via email at [conakrypscjobs@usaid.gov](mailto:conakrypscjobs@usaid.gov).

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

### **Education:**

A Bachelor's Degree in Political Science, Anthropology or an equivalent social science with an advanced degree in Sociology, Public Administration or Policy with an emphasis on institutional development is required.

### **Work Experience:**

Five to seven (5-7) years of experience in managing related assistance program is required.

**Job Knowledge:**

An understanding of the economics of West Africa is required. Auditing, budgeting, and financial reporting; general fund accounting and financial management precepts are required. It is preferable that knowledge and experience of the dynamics of economic and social development including the legal regulatory framework for USG assistance programs; USG policies and procedures governing program selections and project design, review, approval and implementation; the potential impact of project and non-project assistance on development; USAID contracting mechanisms and regulations; USAID Procurement Reform initiative and the formulation of development policies, strategies and methodologies in community development is required.

**Skills and Abilities:**

Ability to analyze policy and carry out project-level analysis is required. Ability to use computers proficiently, particularly word processing, spreadsheets, and statistical software packages for social science analysis is required. The candidate must have strong interpersonal and communications skills and be able to develop and maintain good working relationships with client missions and host country staff. Strong writing skills are essential.

**Language:**

Level IV English (fluent proficiency) both oral & written is required.

### **III. EVALUATION AND SELECTION FACTORS**

The Evaluation Factors listed will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Applicants must submit a supplemental document. Only the highest-ranked applicants will be interviewed.

**(a) Selection Process**

After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation factors. Applications from candidates who do not meet the minimum requirements will not be scored. As part of the selection process, finalist candidates will be interviewed. Reference checks will be made only for applicants considered as finalists. The applicant's references must be able to provide substantive information about his/her past performance and abilities. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter; USAID will delay such reference checks pending the applicant's concurrence.

**(b) EVALUATION FACTORS AND BASIS OF RATING:**

Applicants who clearly meet the minimum qualifications and basic eligibility (be a Sierra Leonean or other Ordinary Resident) requirements will be further evaluated based on scoring of their Evaluation Factor responses. Those applicants determined to be competitively ranked will also be evaluated on their interview performance and satisfactory professional reference checks. The applicants are required to provide at least three (3) references who can provide substantive information about his/her past performance and abilities. At least one of the references provided should be a current or former supervisor.

Candidates who are applying for this position must fully meet the education (graduated and degree and/or diploma already received) as specified and work experience requirement. There is no exception for meeting the minimum requirements.

**FACTOR #1:**

In 500 words or less, outline how you have demonstrated an ability to work independently, manage competing and/or complex situations, monitoring & evaluation, activity/sector/partner coordination, etc.

**FACTOR #2:**

In 1,000 words or less, outline how you have demonstrated your knowledge in budget analysis in a multi-cultural setting to complete deliverables. Provide examples of your success in one or more of the position's responsibilities: development and management, planning, communications skills, leadership skills, etc.

**FACTOR #3:**

Demonstrated experience in providing technical assistance in implementing and operating in challenging environments.

The Offeror Rating System is as follows:

Evaluation Factors have been assigned the following points:

Factor #1: 20

Factor #2: 25

Factor #3: 25

Total possible points: 70 Points

**FACTOR #4 – Interview Performance (30 points)**

Satisfactory professional Reference Checks will be conducted but yield no points.

**TOTAL POSSIBLE POINTS: 100**



**IV. APPLYING**

1. Eligible Offerors are required to complete and submit the offer form **AID 309-2**, “*Offeror Information for Personal Services Contracts with Individuals*,” available at <http://www.usaid.gov/forms>.  
The submitted form must be signed. Un-signed application forms will not be considered.
2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I, item 12**.
3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission. 72063618R10002 - Sierra Leone PROGRAM DEVELOPMENT SPECIALIST (BUDGET).
4. Submit a cover letter outlining your responses to the evaluation factors listed in section III, above.
5. Submit an update current resume/CV
6. Provide the names of three references with current contact information, preferably both an e-mail address and a telephone number.

**V. LIST OF REQUIRED FORMS FOR PSC HIRES**

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following Security Clearance request form (OF-174)

**VI. BENEFITS/ALLOWANCES**

As a matter of policy, and as appropriate, a CCN PSC under the Sierra Leone LCP is authorized the following benefits and allowances:

1. BENEFITS:
  - 13<sup>th</sup> month bonus
  - Annual leave bonus
2. ALLOWANCES (as applicable):
  - Transportation
  - Meal
  - Family
  - Miscellaneous

**VII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing **CCN PSC** awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services

Abroad,” includes **contract clause “General Provisions,”** available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf) .

2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>.
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs> .
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge/nsf/OGE%20Regulations>.

### END OF SOLICITATION

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission in Guinea provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Guinea also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.



## OFFEROR INFORMATION FOR PERSONAL SERVICES CONTRACTS WITH INDIVIDUALS

The Privacy Act Statement is found at the end of this form.

Section A – Offeror Information			
1. Title of Solicited Position		2. Offeror's Proposed Base Salary	3. Solicitation Number
4a. Last Name		4b. First and Middle Names	
5a. Mailing Address			6. Phone Numbers (include area code if within the United States of America)
			6a. Daytime
5b. City	5c. State	5d. Zip Code	6b. Evening
5e. Country (If not within the United States of America)			
7. Email Address (if available)			
Section B – Work Experience			
Describe your paid and non-paid work experience related to this offer. Do not attach job descriptions. Base Salary definition – basic compensation for services rendered, excluding bonuses, profit-sharing arrangements, commissions, consultant fees, extra or overtime work payments, overseas differential or quarters, cost of living or dependent education allowances.			
1. Job Title (if Federal, include series and grade)			
2. From (mm/yyyy)	3. To (mm/yyyy)	4. Base Salary per \$	5. Hours per week
6. Employer's Name and Address			7. Supervisor's Name and Phone Number
			7a. Name
			7b. Phone
8. May we contact your current supervisor? Yes <input type="checkbox"/> No <input type="checkbox"/> If we need to contact your current supervisor before making an offer, we will contact you first.			
9. Describe your duties, accomplishments and related skills (if you need to attach additional pages, include your name, address, and solicitation number)			
Section C – Additional Work Experience			
Continue on a separate page if required to list all employment relating to the duties of the position.			
1. Job Title (if Federal, please include series and grade)			
2. From (mm/yyyy)	3. To (mm/yyyy)	4. Base Salary per \$	5. Hours per week
6. Employer's Name and Address			7. Supervisor's Name and Phone Number
			7a. Name
			7b. Phone
8. May we contact your current supervisor? Yes <input type="checkbox"/> No <input type="checkbox"/> If we need to contact your current supervisor before making an offer, we will contact you first.			



# USAID

FROM THE AMERICAN PEOPLE

OMB No. 0412-0579  
Expiration Date: 05/31/2021

9. Describe your duties, accomplishments and related skills (if you need to attach additional pages, include your name, address, and solicitation number)

### Section D - Education

1. Last High School (HS)/GED school. Give the school's name, city, state, Zip code (if known), and year of diploma or GED received:

2. Mark highest level completed:    Some HS ☐    HS/GED ☐    Associate ☐    Bachelor ☐    Master ☐    Doctoral ☐

3. Colleges and universities attended.  
Do not attach a copy of your transcript unless requested.

			Total Credits Earned		Major(s)	Degree (if any), Year Received
			Semester	Quarter		
3a. Name						
City	State	Zip Code				
3b. Name						
City	State	Zip Code				
3c. Name						
City	State	Zip Code				

### Section E – Other Education Completed

Do not list degrees received solely on life experience or obtained from schools with little or no academic standards.

### Section F – Other Qualifications

License or Certificate	Date of Latest License or Certificate	State or Other Licensing Agency
1f.		
2f.		

### Section G – Other Qualifications

**Offer-related** training courses (give title and year). **Offer-related** skills (other languages, computer software/hardware, tools, machinery, typing speed, etc.). **Offer-related** honors, awards, and special accomplishments (publications, memberships in professional/honor societies, leadership activities, public speaking, and performance awards). Give dates, but do **not** send documents unless requested.

### Section H - General

1a. Are you a U.S. citizen? Yes <input type="checkbox"/> No <input type="checkbox"/>		1c. Are you a lawful permanent resident of the U.S. (Green Card Holder)? Yes <input type="checkbox"/> No <input type="checkbox"/>	
1b. If no, give the Country of your citizenship			
2. Check this box if you are an adult male born on or after January 1 <sup>st</sup> 1960, and you registered for Selective Service between the ages of 18 through 25 or have an exemption → <input type="checkbox"/>			
3. Were you ever a Federal civilian employee? Yes <input type="checkbox"/> No <input type="checkbox"/> → If yes, list highest civilian grade for the following:			
3a. Series	3b. Grade	3c. From (mm/yyyy)	3d. To (mm/yyyy)

### Section I – Offeror Certification

I certify that, to the best of my knowledge and belief, all of the information on and attached to this offer is true, correct, complete, and made in good faith. I understand that false or fraudulent information on or attached to this offer may be grounds for not awarding me the contract or for early contract termination after award, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

1a. Signature	1b. Date (mm/dd/yyyy)
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#### Privacy Act Statement

**Authority:** Foreign Assistance Act, Pub. L. 87-165, as amended; 48 CFR 37.104, Personal services contracts; 48 CFR Ch. 7, App. D, Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services.

**Purpose:** This form collects personal information on offerors for USAID personal services contracts and is used to evaluate your qualifications for award of such a contract. This form is only valid with an OMB Number displayed in accordance with 44 USC 3506(c)(1)(B)(iii)(V).

**Routine Uses:** The personal information is used to examine and evaluate your qualifications for award of a specific personal services contract. The personal information is also used to determine the most appropriate offeror for such an award. The information may be shared outside of USAID to confirm your qualifications.

**Disclosure:** Providing personal information is voluntary. However, failure to provide any of the requested information may delay or prevent action on your offer for award of a personal services contract.

#### Public Burden Statement

We estimate the public reporting burden for this collection is estimated to average sixty (60) minutes per response, including time for reviewing instructions, searching existing data sources, gathering data and completing and reviewing the information. Send comments regarding the burden statement or any other aspect of the collection of information, including suggestions for reducing this burden via e-mail to [pscmailbox@usaid.gov](mailto:pscmailbox@usaid.gov). Do not send offeror forms to this e-mail address; offerors must follow the instructions provided in the solicitation for this contract opportunity.